

# GUIDE TO ALTERNATIVE TRAVEL

Employees may combine official and personal travel. This includes taking roundabout routes, using modes of transportation other than those authorized, and arriving earlier or returning later than is necessary to perform official duties. When any of these events happen for personal convenience, such arrangements are called alternative or indirect travel. Some special rules apply.

When alternative travel is performed, the **extra expense, including extra travel time, is borne by the traveler.** Reimbursement of alternative travel is claimed by submitting a two part voucher.

- The first part of the voucher shows the cost of the most direct itinerary; that is, the one that would have been taken in accordance with the travel authorization, the supervisor's instructions, and official government travel policies; and
- The second part of the voucher shows the cost of the alternative or indirect itinerary; which is the one actually taken, including transportation, per diem and other expenses which would have been allowed had the supervisor authorized the trip as taken by the employee.

Parts one and two of the voucher are compared and the lesser amount is paid to the traveler.

Costs claimed on both parts of the voucher must be allowable under the laws, regulations, directives and Comptroller General or GSA Board of Contract Appeals Decisions governing travel. For example, The Fly America Act, 49 U.S.C. para 1517 provides that all government financed foreign air travel must be by U.S. air carriers...to the extent that service is available. If an employee elects to employ alternative travel and use a foreign air carrier the alternative cost of the foreign air service can not be

reimbursed by law even if it is less expensive.

## Travel Authorizations

Ideally, a specific trip authorization states what travel is expected in order to accomplish the purpose of the trip. It prescribes the date of departure, date of return, routing, and mode(s) of transportation required. When a traveler has a choice of airports, the airport chosen must be based on the total economic advantage considering all costs, including not only transportation but also per diem and duty time spent in accomplishing the travel. For example, driving or taking ground transportation to a more distant airport may allow use of lower fares or more frequent flights thereby reducing time and subsistence costs.

Travelers with blanket authorizations and travelers with very general specific trip authorizations are advised to consult with the authorizing official or supervisor before planning alternative travel to insure that all parties agree on the most cost effective route, mode(s) of transportation, departure and arrival times. This forms the basis for the first part, the direct itinerary portion, of the voucher, which is then compared with the second part of the voucher, the actual (indirect) itinerary taken by the traveler. In the absence of specificity in the authorization, direct itinerary costs will be allowed on the most cost effective basis using the prudent person rule.

## Prudent Person Rule

This fundamental rule requires an employee on official travel to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

## Other Rules Which Apply

Here are some other rules which apply:

1. The **lowest airfare available** to the employee will be used for the direct itinerary portion of the travel voucher. This fare will usually be the GSA “city-pair” contracted air fare which must be used unless:
  - a. Flights are not available in time to accomplish the purpose of travel, or use of city-pair service would require the traveler to incur unnecessary lodging costs increasing the total cost of the trip; or
  - b. The contractor's flight schedule is inconsistent with Departmental policy that travel is to be performed to the maximum extent possible during normal working hours; or
  - c. A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government including the combined costs of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier(s) offers a comparable fare or if the lower fare offered by a noncontract carrier is restricted to Government travelers on official business.

Use of a noncontract carrier for official travel must be approved and documented on DL Form 1-2024.

Care should be taken not to set up unrealistically high air fares for the comparison in the direct itinerary portion of the voucher.

2. The traveler should exercise the same degree of care in developing the cost estimates for the direct itinerary portion of the voucher as exercised when arrangements were made for the alternative travel or indirect portion of the voucher. If a special fare, such as a supersaver fare based on an advanced **non-refundable purchase**, is used for an indirect route, the direct route portion of the voucher

should be based upon a fare that confers the same or similar cost-saving advantages to the government if the use of such a fare is reasonable.

Employees should be particularly careful when obligating themselves to common carrier arrangements for alternative travel which cannot be canceled without penalties, since they may be personally liable for arrangements other than those authorized by their supervisors. When non-refundable fares have been specified through supervisory channels, changes elected by the traveler to accommodate personal travel plans may result in the traveler being responsible for penalties.

3. In preparing the direct itinerary portion of the voucher, the traveler is not required to establish an itinerary that involves **travel at odd or unusual hours** or requires remaining at a temporary duty point over a weekend solely for travel purposes.
4. **Government contractor-issued charge cards (American Express)** may only be used for official business; therefore, when a traveler mixes personal and official travel, care must be taken to charge only those items which the traveler may reasonably expect to have reimbursed.
5. **Government-owned vehicles (GOVs) and contracted city-pair rates for transportation** may be used only for those segments of a trip that are fully consistent with the direct itinerary. Neither may be used for any portion of personal travel.
6. The authorization of a **particular mode or modes of transportation** does not defeat the employee's right to use modes of transportation other than authorized. For example, a rental car may not have been approved on the authorization, but may be used and its cost included in the indirect itinerary portion of the voucher. However, if collision damage coverage or other insurance is purchased, the amount for these items may not be included in

either the direct itinerary or indirect itinerary costs since they are not reimbursable items. The direct itinerary portion of the voucher, is limited to the authorized mode(s) of transportation and other expenses allowed under the Federal Travel Regulations.

7. The rate used to calculate the use of a **privately-owned motor vehicle (POV)** on the indirect itinerary portion of the voucher is 31.0 cents per mile\*. In calculating the direct route costs portion of the voucher, the authorized rate for use of a POV, based on availability of a GOV, is used.
  - a. When it has been determined by management that the use of a GOV is advantageous to the Government and no GOV is available, the rate is 31 cents per mile.\*
  - b. When it has been determined by management that the use of a GOV is advantageous to the Government, a GOV is available and the employee is neither personally assigned a GOV nor committed to the use of GOV, and the employee uses a POV as a matter of personal preference, the rate is 23.5 cents per mile.\*
  - c. When it has been determined by management that the use of a GOV is advantageous to the Government, and the employee is personally assigned a GOV or committed to the use of a GOV, or the employee would not normally be allowed the use of a POV, the rate is 10.5 cents per mile.\*

\* Note that these rates were effective for travel performed on or after January 1, 1998 and are subject to change.

8. Items on both the direct itinerary and indirect **portions of the voucher are audited** subject to the rules governing those items. For example, lodging receipts are mandatory. The actual lodging

receipt will be used to support the lodging claim on the direct itinerary basis. When there is no receipt for lodging, such as when a traveler stays with friends or relatives, there may be additional local transportation expenses which would not have occurred had the traveler stayed in commercial lodging. These costs are claimed and audited as transportation on indirect itinerary portion of the voucher.

9. **Excess travel time** is charged to annual leave if travel is performed during duty time. Lodging and per diem are not permitted for any day in which more than four hours of annual leave are taken. Leave must be approved in advance by the supervisor and is subject to the rules governing absences from duty. Leave taken while in travel status must be reflected on the employee's travel voucher.
10. Payment of **per diem on non-workdays** may be allowed only to the extent necessary to accomplish alternative travel of the nature claimed. Normally, per diem would be allowed on those days when the traveler:
  - a. is laying over for a previously scheduled common carrier flight that results in significant cost savings to the government, e.g., fares that require a Saturday night layover; or
  - b. is progressing by surface transportation toward the temporary duty location or returning to the permanent duty station for a significant portion of each day for which per diem is requested.

Per diem may not be claimed when the employee is laying over at an interim point or at the TDY site without benefit to the government, and is not progressing toward the final destination for a substantial portion of the non-workday.

Per diem may not be paid for weekends and holidays when the

employees is in a leave status at the end of the workday before the non-workday(s) (Friday for most employees) and at the beginning of the workday (Monday for most employees) following the non-workday(s) for more than one-half of the prescribed working hours for that day.

11. Voluntarily **returning home or any way interrupting the temporary duty** is considered alternative travel and reimbursement claims must follow the principles outlined here. Voluntary travel, unlike directed travel, must be on the employee's own time.
12. Performing alternative travel rather than following the authorized travel may affect the employee's benefits under the **Federal Employees' Compensation Act, the Federal Tort Claims Act, and the Military Personnel and Civilian Employees' Claims Act.**

## Sample Alternative Travel Voucher

An example of an alternative travel reimbursement voucher follows at the end of this guide. In addition instructions on how to complete an alternative reimbursement voucher using Travel Manager software are included.

## Additional Guidance

For more detailed guidance, please refer to Department of Labor Manual Series (DLMS), Vol. 7, which covers travel and transportation or consult with your supervisor or the financial officer serving your organization.

Paragraph 1-4.3 of the FTR provides a limit on reimbursement based on the constructive cost of traveling to and from the temporary duty area. Thus local travel cost at the temporary duty area are separate from constructive travel costs to and from the temporary duty area.

## SAMPLE COST COMPARATIVE TRAVEL VOUCHER

### Direct Itinerary:

Fred Traveler was authorized to travel from Atlanta to Winston-Salem to do an inspection. He travel authorization states that he will fly to Winston-Salem on March 2 (Sunday) and return March 7 (Friday). He is authorized to take a taxi from his home to the airport on March 2 and a Limousine on March 7. While in Winston-Salem he will lodge with friends on March 5 and he was authorized mileage for that day.

### Indirect Itinerary:

Alternatively Fred Traveler chose to drive his own car (POV) to Winston-Salem on March 3. He lodged with friends on March 5. He received permission to take leave on March 7 (Friday) and return to Atlanta on March 9.

NOTE: The travel voucher for this sample was prepared using Travel Manager Software. Travel Manager software treats the "Direct Itinerary" and the "Indirect Itinerary" vouchers as separate legs of the same trip by totaling the two vouchers. However, Travel Manager software adds another page to the voucher and on that page it accounts for the alternative itineraries separately and selects the least cost itinerary as the appropriate one for reimbursement. Travel Manager records the value of the least cost alternative itinerary on the front page of the travel voucher. The instructions for preparing a cost comparative travel voucher using Travel manager is found at the end of this case.



<b>TRAVEL VOUCHER</b>  <small>(Read Privacy Act Statement on the back)</small>		<b>1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE</b>  Inspection Division		<b>2. TYPE OF TRAVEL</b> <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		<b>3. VOUCHER NO.</b> ALT05  <b>4. SCHEDULE NO.</b>																									
<b>5.</b> a. NAME (Last, first, middle initial)  Traveler, Fred H.		b. SOCIAL SECURITY NO.  111-11-1111		<b>6. PERIOD OF TRAVEL</b> a. FROM 03/02/97    b. TO 03/09/97		<b>7. TRAVEL AUTHORIZATION</b> a. NUMBER(S) Sample    b. DATE(S) 01/05/98																									
c. MAILING ADDRESS (Include ZIP Code) 1234 Peachtree Street  Atlanta, GA 30367		d. OFFICE TELEPHONE NO. 202-219-0011		<b>10. CHECK NO.</b>		<b>11. PAID BY</b>																									
e. PRESENT DUTY STATION Atlanta GA		f. RESIDENCE (City and State) Atlanta, GA		<b>8. TRAVEL ADVANCE</b> a. Outstanding 0.00 b. Amount to be applied 0.00 c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash) D. Balance outstanding		<b>9. CASH PAYMENT RECEIPT</b> a. DATE RECEIVED b. AMOUNT RECEIVED \$ c. PAYEE'S SIGNATURE																									
<b>12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH</b> <small>(List by number below and attach passenger coupon; if cash is used show claim on reverse side)</small>		I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) <span style="float: right;">▶ <b>Traveler's Initials</b></span>																													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">#</th> <th rowspan="2">AGENT'S VALUATION OF TICKET (a)</th> <th rowspan="2">ISSUING CARRIER (Initials) (b)</th> <th rowspan="2">MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)</th> <th rowspan="2">DATE ISSUED (d)</th> <th colspan="2">POINTS OF TRAVEL</th> </tr> <tr> <th>FROM (e)</th> <th>TO (f)</th> </tr> </thead> <tbody> <tr> <td># 1</td> <td>155.00</td> <td>AA</td> <td>YCA</td> <td>02/28/97</td> <td>ATL-Atlanta,</td> <td>Winston-Sale</td> </tr> </tbody> </table>		#	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL		FROM (e)	TO (f)	# 1	155.00	AA	YCA	02/28/97	ATL-Atlanta,	Winston-Sale	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>AGENT'S VALUATION OF TICKET (a)</th> <th>ISSUING CARRIER (Initials) (b)</th> <th>MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)</th> <th>DATE ISSUED (d)</th> <th>FROM (e)</th> <th>TO (f)</th> </tr> </thead> <tbody> <tr> <td>155.00</td> <td>AA</td> <td>YCA</td> <td>02/28/97</td> <td>ATL-Atlanta,</td> <td>Winston-Sale</td> </tr> </tbody> </table>		AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	FROM (e)	TO (f)	155.00	AA	YCA	02/28/97	ATL-Atlanta,	Winston-Sale
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155.00	AA	YCA	02/28/97	ATL-Atlanta,	Winston-Sale																										
<b>13.</b> I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;"> <b>TRAVELER SIGN HERE</b> ▶       </td> <td style="width:20%;">         DATE       </td> <td style="width:20%;"> <b>AMOUNT CLAIMED</b> ▶       </td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">653.18</td> </tr> </table>		<b>TRAVELER SIGN HERE</b> ▶	DATE	<b>AMOUNT CLAIMED</b> ▶			653.18																		
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		653.18																													
<small>NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).</small>						<b>14.</b> This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)																									
Martha Smith  <b>APPROVING OFFICIAL SIGN HERE</b> ▶				Supervisor  DATE		<b>17. FOR FINANCE OFFICE USE ONLY COMPUTATION</b> a. DIFFERENCES, IF ANY (Explain and show amount)																									
<b>15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION</b> a. VOUCHER NO.    b. D.O. SYMBOL    c. MONTH & YEAR				b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION  Certifier's initials:		\$																									
<b>16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT</b>  <b>AUTHORIZED CERTIFYING OFFICIAL SIGN HERE</b> ▶				c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):		\$ 0.00																									
DATE				d. <b>NET TO TRAVELER</b> ▶		\$ 653.18																									
<b>18. ACCOUNTING CLASSIFICATION</b> Inspector-4330-8-\$-RBWN-35060-2110-000--- - 653.18																															

<b>SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED</b>	<b>INSTRUCTIONS TO TRAVELER</b> <i>(Unlisted items are self explanatory)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <i>Col. (c)</i> If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)         </div> <div style="width: 30%;"> <i>Complete only for actual expense travel</i> </div> <div style="width: 35%;"> <i>Col. (d) thru (g)</i> Show amount incurred for each meal, including tax and tips, and daily total meal cost.  <i>(h)</i> Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).  <i>(i)</i> Complete for per diem and actual expense travel.  <i>(j)</i> Show total subsistence expense incurred for actual expense travel.  <i>(m)</i> Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.  <i>(n)</i> Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.         </div> </div>										Complete this information if this is a continuation sheet.
											PAGE <u>2</u> OF _____ PAGES
											TRAVEL AUTHORIZATION NO. Sample
										TRAVELER'S LAST NAME Traveler	

DATE 97 19	TIME  (Hour and am/pm)	DESCRIPTION  (Departure/arrival city, per diem computation, or other explanation of expenses)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: 0.310	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
			BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
03/02		D-:RES:Altanta											
03/02		:			Air fare								155.00
03/02		A-:WINSTON-SALEM,NC				25.50		64.00	89.50			89.50	
03/02		:			Taxi								14.00
03/03		Subsistence				34.00		64.00	98.00			98.00	
03/04		Subsistence				34.00		64.00	98.00			98.00	
03/05		:			54 miles @ \$	1.310				54	16.74		
03/05		Subsistence				34.00			34.00			34.00	
03/06		Subsistence				34.00		64.00	98.00			98.00	
03/07		D-:WINSTON-SALEM,NC											
03/07		:			Limousine								9.00
03/07		A:Altanta											
03/07		Subsistence				25.50		64.00	89.50			89.50	
									SUBTOTALS	▶	16.74	507.00	178.00
If additional space is required, continue on another 1012-A BACK, leaving the front blank.									TOTALS	▶			

**SCHEDULE  
OF  
EXPENSES  
AND  
AMOUNTS  
CLAIMED**

## INSTRUCTIONS TO TRAVELER

(Unlisted items are self explanatory)

**Col. (c)** If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete  
only  
for  
actual  
expense  
travel

Col. (d) thru (g)	Show amount incurred for each meal, including tax and tips, and daily total meal cost.
(h)	Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
(i)	Complete for per diem and actual expense travel.
(j)	Show total subsistence expense incurred for actual expense travel.
(m)	Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
(n)	Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this  
information  
if this is a  
continuation  
sheet.

PAGE 3  
OF \_\_\_\_\_  
PAGES

TRAVEL AUTHORIZATION NO.

Sample

TRAVELER'S LAST NAME

Traveler

DATE 97 19	TIME  (Hour and am/pm)	DESCRIPTION  (Departure/arrival city, per diem computation, or other explanation of expenses)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: 0.310	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
			BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)							
03/02		D-:RES:Altanta				25.50		64.00	89.50			89.50	
03/02		A-:WINSTON-SALEM,NC											
03/02		:			313 miles @ \$ .310					313	97.03		
03/03		Subsistence				34.00		64.00	98.00			98.00	
03/04		Subsistence				34.00		64.00	98.00			98.00	
03/05		:			54 miles @ \$ .310					54	16.74		
03/05		Subsistence				34.00			34.00			34.00	
03/06		Subsistence				34.00		64.00	98.00			98.00	
03/07		D-:WINSTON-SALEM,NC											
03/07		Annual Leave 8.00										0.00	
03/08		Subsistence										0.00	
03/09		:			311 miles @ \$ .310					311	96.41		
03/09		A:Altanta											
03/09		Subsistence				25.50			25.50			25.50	
									SUBTOTALS		210.18	443.00	0.00
If additional space is required, continue on another 1012-A BACK, leaving the front blank.									TOTALS		226.92	950.00	178.00

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101 7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to

criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of you SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶	1,354.92
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ACCOUNTING CLASS CODE				2-CNSTRCT	1-CNSTRCT
COM. CARRIE2-	21_2				155.00
LODGING-	21_1			256.00	320.00
M&IE-	21_1			187.00	187.00
MILEAGE-	21_3			210.18	16.74
TRANSPORT-	21_5				23.00
				-----	-----
Inspector		0.00	0.00	0.00	653.18
					701.74
4330-8-\$-RBWN-35060-2110-000---					

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	653.18
NON-REIMBURSABLE EXPENSES -----	0.00
	=====
TOTAL AMOUNT CLAIMED -----	653.18
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00 ----
	=====
NET TO TRAVELER (GOVT) -----	653.18
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
	=====
TOTAL GOV'T CHARGE CARD AMT	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER -----	653.18

## INSTRUCTIONS FOR PREPARING A COST COMPARATIVE TRAVEL VOUCHER USING TRAVEL MANAGER SOFTWARE

1. Prepare a voucher for the Direct Itinerary. Use the mode of transportation and itinerary which was approved on the Travel Authorization as the basis of this portion of the voucher.

Once the Direct Itinerary portion of the voucher is completed, to prepare the alternative or indirect itinerary portion of the voucher, follow the instructions below:

2. From the menu bar, select **Document**. From the drop down menu select **Trip**
3. Make a copy of the Direct Itinerary portion of the voucher. Select **Trip** then from the Trips for Voucher xxxx, select **Copy**.
4. In the Copy Trip window, select **OK**. Note that Copy From Trip is "1" and Copy To Trip is "2".
5. In the Trips for Voucher xxxx window, highlight Trip 2 and choose **Select**. Note that on the main screen the **Trip No:** field now displays "2".
6. Select the **Itinerary** button. To indicate that Trip 2 should be compared to Trip 1: Select **Type**.
7. From the drop-down list, select CONSTRUCTED.
8. Modify the voucher to reflect the alternative/indirect itinerary.

Travel Manager will treat the "Direct Itinerary" and the "Indirect Itinerary" vouchers as separate legs of the same trip by totaling the two vouchers. However, Travel Manager software adds another page to the voucher

and on that page it accounts for the alternative itineraries separately and selects the least cost itinerary as the appropriate one for reimbursement. Travel Manager records the value of the least cost alternative itinerary on the front page of the travel voucher.